



CITY OF LAS VEGAS

BUSINESS LICENSE SECTION MANAGER

OPEN (Job Code 1179772080)

DEPARTMENT OF HUMAN RESOURCES

CAREER OPPORTUNITY

OPENING DATE: August 29, 2011 at 7 a.m.
FILING DEADLINE: Open Until Filled

Approximate Monthly Starting Salary Range: \$5,587.50 to \$9,933.25

The purpose of this recruitment effort is to establish an eligible list for future job openings. This is for an Appointive (Non-Civil Service) position.

JOB SUMMARY: This position will supervise, assign and review the work of staff responsible for general business licensing and the audit of business license fees and taxes; to manage administrative activities for the division; to provide responsible staff assistance to the division manager; to coordinate projects within the division as assigned by the division manager; and to perform a variety of tasks relative to the assigned area of responsibility.

JOB DESCRIPTION:

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx>

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Bachelor's degree from an accredited college or university with a major in business administration, public administration or a field related to the essential functions. May substitute a combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.
- Four years of progressively responsible business license customer service or business management experience. Two years of supervisory or lead experience.

WHERE TO APPLY: A city of Las Vegas application form can be downloaded from our website, www.LasVegasNevada.gov, or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the Second Floor of City Hall, 400 Stewart Avenue. All complete **CURRENT** applications received by the filing deadline will be reviewed. INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

SELECTION PROCESS: The selection process will consist of a review of all applications and resumes with only the most qualified participating in an interview. Final candidate selection will include hiring interview (if applicable). Any individual offered employment will be required to pass a pre-employment hair drug test and complete background check. Some positions may require preliminary background checks.

Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through Recruitment Services at (702) 229-6315.